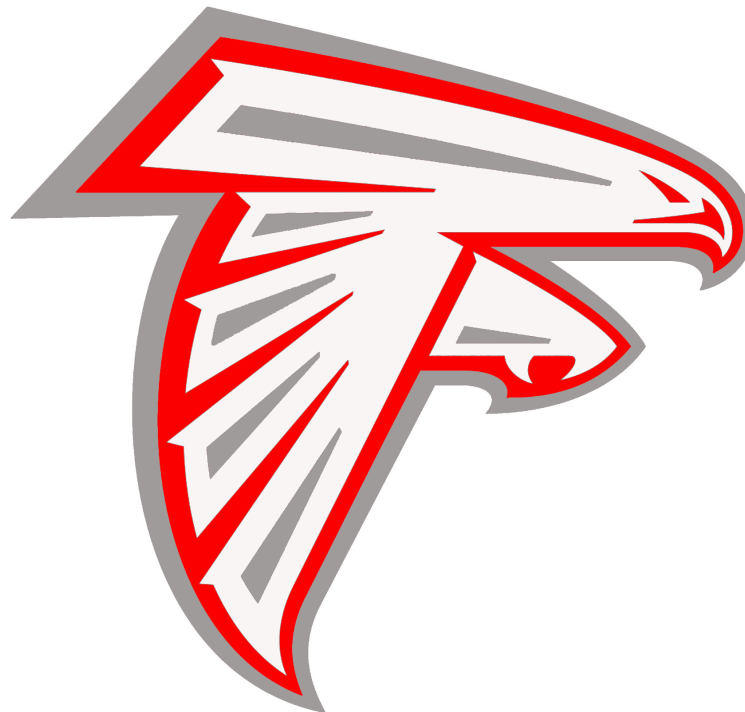


Constantine Middle School

260 W. Sixth St.
Constantine, Michigan 49042
Phone: (269) 435-8940
Fax: (269) 435-3071
Website. www.homeofthefalcons.org

Parent-Student Handbook 2025-2026



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Constantine Middle School
Office Hours: 7:30 a.m. – 3:30 p.m.

6th Grade		
Homeroom	7:50	8:03
1st Hour	8:03	8:53
2nd Hour	8:56	9:46
3rd Hour	9:49	10:39
Lunch	10:42	11:12
4th Hour	11:15	12:05
5th Hour	12:08	12:58
6th Hour	1:01	1:51
7th Hour	1:54	2:45
Enrichment	2:45	3:00

8th Grade		
Homeroom	7:50	8:03
1st Hour	8:03	8:53
2nd Hour	8:56	9:46
3rd Hour	9:49	10:39
4th Hour	10:42	11:32
Lunch	11:35	12:05
5th Hour	12:08	12:58
6th Hour	1:01	1:51
7th Hour	1:54	2:45
Enrichment	2:45	3:00

7th Grade		
Homeroom	7:50	8:03
1st Hour	8:03	8:53
2nd Hour	8:56	9:46
3rd Hour	9:49	10:39
4th Hour	10:42	11:32
5th Hour	11:35	12:25
Lunch	12:28	12:58
6th Hour	1:01	1:51
7th Hour	1:54	2:45
Enrichment	2:45	3:00

Late Start Fridays

Office Hours: 8:30 a.m. – 3:30 p.m.

6th Grade		
Homeroom	8:50	9:03
1st Hour	9:06	9:45
2nd Hour	9:48	10:30
3rd Hour	10:33	11:15
Lunch	11:18	11:48
4th Hour	11:51	12:33
5th Hour	12:36	1:18
6th Hour	1:21	2:02
7th Hour	2:05	2:45
Enrichment	2:45	3:00

8th Grade		
Homeroom	8:50	9:03
1st Hour	9:06	9:45
2nd Hour	9:48	10:30
3rd Hour	10:33	11:15
4th Hour	11:18	12:00
Lunch	12:03	12:33
5th Hour	12:38	1:18
6th Hour	1:21	2:02
7th Hour	2:05	2:45
Enrichment	2:45	3:00

7th Grade		
Homeroom	8:50	9:03
1st Hour	9:06	9:45
2nd Hour	9:48	10:30
3rd Hour	10:33	11:15
4th Hour	11:18	12:00
5th Hour	12:03	12:45
Lunch	12:48	1:18
6th Hour	1:21	2:02
7th Hour	2:05	2:45
Enrichment	2:45	3:00

½ Days Schedule

First Half Day (NO LUNCH)

6th Grade

Period 1st	7:50 - 8:22
Period 2nd	8:25 - 8:55
Period 3rd	8:58 - 9:28
Period 4th	9:31 - 10:01
Period 5th	10:04 - 10:34
Period 6th	10:37 - 10:07
Period 7th	10:10 - 11:40

7th Grade

Period 1st	7:50 - 8:22
Period 2nd	8:25 - 8:55
Period 3rd	8:58 - 9:28
Period 4th	9:31 - 10:01
Period 5th	10:04 - 10:34
Period 6th	10:37 - 10:07
Period 7th	10:10 - 11:40

8th Grade

Period 1st	7:50 - 8:22
Period 2nd	8:25 - 8:55
Period 3rd	8:58 - 9:28
Period 4th	9:31 - 10:01
Period 5th	10:04 - 10:34
Period 6th	10:37 - 10:07
Period 7th	10:10 - 11:40

All Proceeding Half Days (LUNCH)

6th Grade

Period 1st	7:50 - 8:22
Period 2nd	8:25 - 8:55
Period 3rd	8:58 - 9:28
Period 4th	9:31 - 10:01
Period 5th	10:04 - 10:34
Period 6th	10:37 - 10:07 (6th grade lunch)
Period 7th	10:10 - 11:40

7th Grade

Period 1st	7:50 - 8:22
Period 2nd	8:25 - 8:55
Period 3rd	8:58 - 9:28
Period 4th	9:31 - 10:01
Period 5th	10:04 - 10:34
Period 6th	10:37 - 10:07
Period 7th	10:10 - 11:40 (7th grade lunch)

8th Grade

Period 1st	7:50 - 8:22
Period 2nd	8:25 - 8:55
Period 3rd	8:58 - 9:28
Period 4th	9:31 - 10:01
Period 5th	10:04 - 10:34 (8th grade lunch)
Period 6th	10:37 - 10:07
Period 7th	10:10 - 11:40

Weather Delayed Start

We will start all 2 hour delays at 10:00 a.m.

1st Lunch 6th Grade			
1	9:50 AM	10:25 AM	35
2	10:28 AM	11:03 AM	35
3	11:06 AM	11:41 AM	35
Lunch	11:44 AM	12:14 PM	30
4	12:17 PM	12:52 PM	35
5	12:55 PM	1:30 PM	35
6	1:33 PM	2:08 PM	35
7	2:11 PM	2:45 PM	34
Enrich	2:45 PM	3:00 PM	15

2nd Lunch 8th Grade			
1	9:50 AM	10:25 AM	35
2	10:28 AM	11:03 AM	35
3	11:06 AM	11:41 AM	35
4	11:44 AM	12:19 PM	35
Lunch	12:22 PM	12:52 PM	30
5	12:55 PM	1:30 PM	35
6	1:33 PM	2:08 PM	35
7	2:11 PM	2:45 PM	34
Enrich	2:45 PM	3:00 PM	15

3rd Lunch 7th Grade			
1	9:50 AM	10:25 AM	35
2	10:28 AM	11:03 AM	35
3	11:06 AM	11:41 AM	35
4	11:44 AM	12:19 PM	35
5	12:22 PM	12:57 PM	35
Lunch	1:00 PM	1:30 PM	30
6	1:33 PM	2:08 PM	35
7	2:11 PM	2:45 PM	34
Enrich	2:50 PM	3:05 PM	15

Our Mascot
Falcon

School Colors
Red and White

CONSTANTINE FIGHT SONG

On the banks of the St. Joseph
there's a high school known to all.
Its specialty is winning
and the Falcons play good ball.

Falcon teams are never beaten.
All through the games they fight.
Fight for the only colors
RED and WHITE.

Go right through for CHS
Watch the points keep growing.
Falcon teams are bound to win.
They're fighting with a vim.
RAH RAH RAH

See their team is weakening,
we're going to win this game.
FIGHT, FIGHT,
RAH TEAM, FIGHT
Victory for Constantine!

Core Values

Falcon Nation

1

Respect

Treat everyone and everything with great care.

Integrity

Stay strong and do the right thing even when pressured.

2

Effort

Work beyond your limits. Experience failure.

3

Encourage

Help others overcome obstacles!

4

Confidence

Be willing to take a chance. Don't be afraid of being wrong. If you fail, learn from your mistakes.

5

Constantine Middle School

Academic Information

This handbook provides guidelines to general principles, and the District has the authority to interpret, apply principles, and amend where appropriate.

Grades and the Grading System

The grade recorded on a student's report card represents the teacher's evaluation of the progress the student has made during the semester. The evaluation is not only of the academic growth, but also includes social and work habits. Attendance and tardiness may have an effect on the final grade. Recorded grades are a combination of a maximum of 10% employability skills and a minimum of 90% academics.

Access to Grades

Parents may access student grades, daily attendance, calendar, and special announcements through use of our website: www.homeofthefalcons.org. Once in the website click on the link for resources and parents; then click on the link for the PowerSchool website. This requires a username and password which will be provided upon request.

Schoolology and Technology forms are available at:

<https://constps.org/District/1637-Chromebook-Student-Handbook.html>

Grading System

The following grading system will be utilized during the 2025/2026 school year:

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 88-89	B = 83-87	B- = 80-82
C+ = 78-79	C = 73-77	C- = 70-72
D+ = 68-69	D = 63-67	D- = 60-62
E = 50-59	F = 49 or below	

Incompletes

A student who has not completed all the requirements in a class within the Semester may receive an incomplete. This indicates the reason for not completing work was justified. **Students receiving an incomplete will have 2 weeks following the end of the Semester to make up the necessary work**, unless special arrangements have been made with the teacher and the MS Principal. Any incomplete not made up in the required time will be recorded as a failure.

Zeros or No Credit

Assessments: Students that are missing assessments will have their missing assessment marked as “Incomplete”. When listed as “Incomplete” the default score for that assessment becomes a zero. Once the assessment has been completed and scored the “Incomplete” will be replaced with the student’s actual score and the zero will be removed along with the “Incomplete”.

Assignments: Missing assignments may be given a zero if the assignment is not completed. Grades for non assessment style assignments count for 20% of a student's semester grade. Teachers are expected to publish cut off dates for missing work when they will no longer accept the assignment for credit. This deadline should correspond with a point where genuine learning of that standard has passed.

Extra Credit

Extra credit will not be accepted. The academic grade must be a true reflection of a student's proficiency on the reported standards. However, extra opportunities to show proficiency may be given as long as it is in the form of an alternative assignment, activity, assessment, or project that shows progress toward proficiency of a required standard. It should be used to provide evidence in addition to what has been done in class to support the rationale for a certain proficiency level.

Late Work

Late work, missing work and work completion Policy - Late work deductions in credit will only be marked in the 20% category of the student's semester grade. Teachers are expected to publish cut off dates for missing work when they will no longer accept the assignment for credit. This deadline should correspond with a point where genuine learning of that standard has passed. This is to be determined by the teacher but consideration should be given to the timing of the final assessment for each respective standard(s). Any assignments turned in late may be deducted up to 50% up until the time late work is no longer accepted. This may or may not apply to students with documented extended time accommodations.

Redos/Retakes

Students may redo/retake any formative or summative assessment one time after the initial attempt. This must be done within a two week time period after receiving feedback from the initial assessment. In order to be eligible for a retake, students must complete all necessary intervention tasks assigned by the teacher.

Promotion-Retention Policy

It is our sincere hope that each year all students are promoted to the next grade level. Students who have not been able to demonstrate that they have met the academic objectives established for individual courses will be considered for either Summer School and/or retention.

Report Cards

Report Cards will be available one week after the end of the semester. Requests for paper copies must be made at the middle school office. With the use of Schoology and Powerschool, report cards will not be mailed.

Middle School Classes for High School Credit

We currently offer Algebra 1 at the Middle School for High School credit. The grade they earn for the FINAL semester grade for each semester will show on their High School transcript, regardless of whether or not it is a passing grade. A passing grade is considered to be a D or higher or a grade of MCR (merit credit) if they are able to pass the exam, but not the class. If a student is getting a "D" in Algebra class after 6 weeks they may be reassigned to the 8th grade math class. Students must meet the prerequisites to be assigned a class for HS credit.

Attendance Policy

It is our belief at Constantine Middle School that regular student attendance represents a significant cornerstone for learning and is based upon a partnership between the school and home in promoting and teaching responsible attendance habits. Students are expected to attend class regularly and be on time. Responsibility for student attendance is shared amongst the student, parent(s)/guardian, and the school. An excessively absent student misses valuable aspects of the learning process, which negatively impacts his/her ability to continually learn. Being on time, maintaining regular attendance, using self-discipline, and being responsible are all important goals which are directly related to employability and future academic success. Research shows that students who exhibit good attendance generally achieves higher grades and has more academic success. For these reasons, Constantine Middle School adopted the Attendance Policy found in this handbook.

General Attendance Information

The state law governing school attendance indicates that school is to be in session a minimum of 180 days each school year. Likewise, students are expected to be in attendance 180 days unless they are excused by the principal or his designee. Students who have a good attendance record generally earn higher grades, enjoy school more, and are more employable after leaving high school. In an attempt to encourage students to maintain good attendance patterns and experience the indicated benefits, the Constantine Board of Education has directed Constantine Middle School to include as a learning outcome for each of its courses, certain "workplace behaviors" including regularity and punctuality as they relate to attendance and following the appropriate procedures regarding absenteeism.

Absence Reporting Procedures

1. When absences are necessary, a parental phone contact on the day of the absence is required. Parents need to contact the school office, **435-8940**, by 9 a.m., and leave the student's name and the reason for the absence. If a parent calls outside of the time frame above, **they may leave a message at any time day or night on the CMS Voicemail system outlining the student's name and reason for the absence** along with the name and relationship of the person calling. If it is not possible to call on the day of an absence, a note explaining the circumstances must be presented by the start of 2nd period to the office on the date of the student's return. It is not necessary to call if a pre-excused absence has been arranged.
2. The principal or his/her designee shall determine whether the given excuse warrants an excused or unexcused absence.
3. If a phone **call is not received** on the day of the absence or a call **or note is not presented in the office within 48 hours of the student's return**, that absence will be considered **unexcused**.
4. It is to your advantage to provide proof of your visit to the doctor, dentist, court, or probation officer.
5. All work will be made available through Schoology. Each student is personally responsible for assuring make-up work is completed in a timely manner. *See "Make-up Work."*

Absences -- An absence occurs when a student misses more than 10 minutes of class.

Attendance Procedure-Constantine Middle School

1. Students will only be allowed 9 absences in each class per semester. If a student earns 10 absences in a semester they will be referred to the St. Joseph County Truancy Officer and/or school Resource Officer. Parents shall be notified by letter or phone on the student's 5th, and 7th absences. Certain absences such as verified medical appointments, funerals, family deaths, etc. may not count as part of the 9 absences.

Excused Absences

An excused absence is one which was approved by both the parent and the middle school office. The student has a right to make-up work that was missed with full credit being given.

Excused Absences fall within one of the following categories:

1. Personal illness or illness in the family.
2. Death in the family or of a close friend.
3. Medical appointments. (Individual appointments will count as absences in the attendance policy.)
4. Family emergencies of unforeseen circumstances which cannot be avoided.
5. Religious holidays.
6. Pre-excused absences that have been appropriately arranged.
7. Approved family vacation.
8. Required court appearances.

Make-up Work

Constantine Public Schools uses Schoology to communicate, and provide work to students. If a student is absent from school, work will be made available through Schoology.

Unexcused Absences

When a student is:

1. Absent for any unauthorized reason.
2. Absent and no parental communication takes place within 48 hours (phone call or note).
3. Absent due to skipping class or classes.
4. More than 10 minutes late for class without permission.
5. Parental failure to excuse a student's absence.
6. Leaving class early without permission of the teacher.
7. Missing a class due to illness without reporting to the office.

The absence will be considered unexcused with the following action being taken:

1. The student has to make up work that has been or will be missed, **provided the work is completed upon the student's return to class**. Classwork will be made available through Schoology. It is the responsibility of the suspended student to complete work through Schoology.
2. Tests, papers, reports, etc. due while a student is suspended may be completed for credit upon return to class. No additional time will be provided to prepare the assignments.

Unexcused Absences ~ Other Examples

1. No note or phone call within 48 hours.
2. Personal business without being previously excused.
3. Taking an extra day before or after a vacation period without being previously excused.
4. Skipping any part of a class or day of school.
5. Leaving a school without making arrangements with the office. If you are ill, parents will be contacted in the middle school office.
6. Driving difficulties with non-school vehicles.
7. A student who is absent or leaves school due to illness and subsequently attends a school activity or event.
8. Missing the bus.
9. Oversleeping.
10. Kicked off the bus.

Pre-Excused Absences

Any absence, other than illness or family emergencies, must be planned for in advance. A parent or guardian request for a pupil's absence must be presented to the principal's office for approval if an advance excused slip is to be issued.

This advance excuse must be signed by all the student's teachers and **returned to the principal's office before the date of the proposed absence**. Students, who do not pre-arrange absences known in advance, will be considered unexcused. Students are expected to make-up work as with any other excused absences. *See "Make-up Work"* Classwork will be available through Schoology.

Pre-excused Absences ~ Absences that must be Pre-excused

1. 4-H fair attendance
2. Hunting
3. Family trips

*Pre-excused absences are considered to be chargeable absences at the end of the semester, thus time may have to be made up in After School Detentions. The school district reserves the right to require students with academic or attendance difficulties to remain in school during Release Bible Time.

Family Vacations

All vacation days will count toward the school attendance policy and will be considered excused absences. Class work should be completed before the absence unless other arrangements have been made with the teacher. Class work will also be made available through Schoology.

Skipping

Skipping school and/or classes is considered to be a **serious offense**. Disciplinary action will include:

1st offense -

- Parental Contact
 - 1 hour after school detention for each period missed

2nd offense -

- Parental Contact
 - Two hours of After School Detentions

3rd offense –

- Parent Contact
 - Hour hours of After School Detentions

Tardiness -- A student is considered tardy to school if he/she is not in his/her assigned room when the bell rings.

The daily schedule allows ample time to get from one class to another. Tardiness to class without an excuse from the office or another teacher may result in the following action:

1 st - 2 nd tardies in the quarter	Warning
3 rd - 5 th tardies in the quarter	1 -hour after school detention
6 th - 7 th tardies in the quarter	2 -hours after school detention
8 th - 9 th tardies in the quarter	3 -hours after school detention
10 th tardy in the quarter	1 Day of ISS
11 th tardy in the quarter	1 Day of ISS
<ul style="list-style-type: none">● Could be referred for truancy https://sjcisd.org/District/Department/10-Truancy● A Behavior Contract for Success can be implemented for those students with tardy concerns.	

A student who is more than 10 minutes late for class will be considered absent from that class.

- A student arriving on a late bus or with a valid pass from the office or another teacher will be considered neither tardy or absent.
- A student wishing to see a counselor or the principal should leave a message in the office between classes and then report to class **on time**. In turn, students will be contacted as soon as a counselor or the principal is available.

Homework/In-Class Work Policy

Completing and handing in assigned work is vital to the success of any student. Homework reinforces and enriches classroom activity and may be used to prepare students for in-class discussions. All students should do a normal amount of homework to increase their efficiency.

Hallway Conduct

Normal school rules apply to student hallway behavior. It is important that students represent themselves positively during hall passing time, before school, and after school hours. Students can expect to be held to high standards of conduct while in the hall. Students must respond respectfully to teachers who verbally warn students or send them to the office. Failure to comply with a teacher's reasonable request will never be tolerated and will result in disciplinary action for being disrespectful and insubordinate.

Substitute Teachers

As we all know, there may be a time when the regular teacher is absent and a substitute teacher will be leading the class. Students are to treat substitute teachers with respect by adhering to classroom rules and responding favorably to the substitute teacher's requests. In recent times we have experienced increased behavior referrals when substitute teachers are guests in our classrooms. This is unacceptable and makes Constantine Middle School an unfriendly place for our guest teachers. Students who misbehave while the teacher is absent can expect strict consequences for their actions, which usually result in consequences being doubled.

General Information

Academic Awards

Academic Awards System

Students are recognized throughout the year and at the end of the year for their accomplishments. These awards include department awards, the Deller Award, the Principal's Award, Outstanding Citizenship Awards, Attendance Awards, Student of the Month Awards, Honor Roll Awards, Staff Awards, and others.

Academic Dishonesty

Academic dishonesty, including cheating, collusion, lying, and plagiarism, will receive a consequence up to and including in-school suspension or out-of-school suspension depending on the case. The student(s) involved will be required to either re-submit the assignment/assessment or perform an alternative assignment that measures the desired standards/skills. All cases of academic dishonesty must be reported in a student's powerschool log entry page. Any student found cheating in an online or course or any course that is offered by any educational organization outside of Constantine Middle School's offerings shall fall under the rules of that outside organization. However, Constantine Middle School does reserve the right to take additional disciplinary action.

Athletics

Students interested in participating in athletics must do the following:

- A. Take a physical examination.
- B. Read and sign an athletic code of conduct, secure a parent's or guardian's signature on the athletic code of conduct.
- C. Information/Consent and Emergency Information form (on MHSAA Physical Form) completed and signed by parent/guardian.
- D. Comply with all eligibility requirements as explained in The Athletic Code of Conduct. In order to be eligible academically, a high school student must be passing a minimum of six (6) out of seven (7) classes at any point during a Semester.

Athletic programs offered during the school year will include: cheerleading, basketball, football, cross country, wrestling, volleyball, and track.

Athletic Passes

All adult and student athletic passes are intended for the use of the purchaser only and will not be accepted if given to other event spectators.

Student Passes

Constantine students attend home events for free!

Adult Athletic Passes

Adult athletic passes are on sale in the high school office. This pass will allow any adult to attend all regular home athletic events and represents a considerable savings over purchasing tickets at each event. The price of the pass is subject to change pending action by the Board of Education.

Golden Passes

Golden passes are available free of charge to all Senior Citizens in the school district. These passes, which may be obtained from the Athletic Director or in the high school office, allow the individual the opportunity to attend all Constantine regular home athletic events at no cost.

Backpacks

Backpacks should be left in lockers during the regular school day. Students may not take backpacks to the classroom unless they have been pre-approved to do so by the administration.

Phones

Constantine Middle School is a phone free zone. Phones are to be kept off in a student's locker from the start of the school day until the end of the school day. Confiscated phones will be brought to the office, and only picked up by the students' parents/guardians. Other arrangements can be made by office staff. If a student continually breaks the school phone policy additional discipline can be earned.

Bus Rules for Students

1. Any student earning a bus referral will also serve 1 after school detention. Further bus referrals will reflect in additional school discipline.
2. Students should be waiting at the bus stop when the school bus arrives, unless other arrangements have been made. In case of severe weather or mechanical problems with the bus, and the driver is several minutes late on his/her regular stops, the driver must stop and give adequate time for the pupil to board the bus. Driver is responsible for the maintenance of his schedule and cannot wait for tardy pupils.
3. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver. No pupil shall stand or move from place to place during the trip. The bus driver is in complete charge of the bus and the riders at all times. Student behavior must be excellent: the driver must not be distracted from the job of driving the bus.
4. No pupil shall stand or leave the bus until it has come to a complete stop and the door has been opened by the driver. Students are not to enter or exit from the bus by means of the emergency door (emergency only). When crossing the road, students are to take from 8 to 10 steps ahead of the bus so that the driver can see them and wait for the driver's signal before crossing the road.
5. If you wish to get off at a stop other than your own, you must bring the driver a written request signed by your parent/guardian. Students wanting to ride a bus other than their regular bus must bring a written request to ride to the principal or secretary of the school that they attend, and they will be issued a special pass for that day or days. If you are not going to ride the bus to school, please notify your driver. Permission to alter your ride is only given by the transportation supervisor or his/her designee.

6. Students shall not be allowed to eat, drink, or chew gum on the bus. Keep your bus clean.
7. Riding the bus is a privilege. Unacceptable conduct, such as loud talking, fighting, disobeying the bus driver, smoking, or using bad language will make it necessary to take your riding privileges away.
8. No windows or doors will be opened or closed except by permission of the driver. Keep arms, hands, and head inside the bus.
9. Students shall not be permitted to check mail boxes. (No bus driver shall tie up traffic for this purpose.) Do not stand or play in the road while waiting for your bus. Keep away from all sides of the bus so as not to fall beneath the bus. Report any damage to the bus driver immediately.
10. Students shall respect a substitute driver the same as they would their regular driver. You shall not bring water devices of any kind on the bus. This means squirt guns, plastic bottles, or any other device. No live animals, reptiles, birds, or insects will be transported on the bus. Check with the transportation supervisor if you have questions.
11. Bus violation notices shall be used and will be enforced. When a child is given a bus ticket, it must be signed by a parent/guardian and presented to the driver when returning to their bus.
12. Extra trips and spectator buses. Students will be allowed to leave the bus only at the school where the trip originated. All bus rules apply to extra trips also.
13. Absolutely nothing shall be thrown while riding any school bus.
14. Inappropriate or vulgar language will not be allowed on any school bus.
15. Students shall keep their voices to a level that will permit the bus driver to hear other students in distress throughout the bus and allow the bus driver to concentrate on driving the bus safely.

16. A student may be removed from their bus immediately if he/she demonstrates inappropriate conduct that could jeopardize the safety of other students or the driver's ability to operate the bus safely.
17. Those students in special programs that rely on transportation, such as CTE, who are suspended from the bus, will also be suspended from the special program. Programs such as CTE begin when the student steps onto the bus, not when they arrive at the program's location.

Additional Bus Rules and Policy for Students

- 1. Students should be waiting at the bus stop at least five minutes before the bus is scheduled to arrive.**
In case of severe weather or mechanical problems with the bus, and the driver is several minutes late on his/her regular stops, the driver must stop at each home, and give adequate time for pupil(s) to board the bus. **Driver is responsible for the maintenance of his/her schedule and cannot wait for tardy pupils.**
2. Each pupil shall be seated immediately upon entering the bus. Students with an assigned seat shall sit in that seat only, unless permission is given by the bus driver to change seats. No pupil shall stand or move from place to place during the trip. The bus driver is in complete charge of the bus and the riders at all times. Student behavior must be excellent; the driver must not be distracted from the job of driving the bus.
3. No pupil shall stand to leave the bus until it has come to a complete stop and the door has been opened by the driver. Students are not to enter or exit from the bus by means of the emergency door (EMERGENCY ONLY). When crossing the road, students are to take from 8 to 10 steps ahead of the bus so the **DRIVER CAN SEE THEM**, and wait for the driver's signal before crossing the road.
4. If you wish to get off your regular bus at a stop other than your own, you must bring a written request to your bus driver, signed by your parent/guardian. Students wanting to ride a bus other than their regular bus must bring a written request to ride to the principal or secretary of the school they attend. A long term bus pass will be issued for a specific period of time. If you are not going to ride the bus to school, please notify your driver. Permission to alter your ride is only given by the transportation director or his/her designee. Bus passes may be revoked permanently if the student demonstrates inappropriate behavior while riding with the use of a bus pass.

5. Students shall not be allowed to eat, drink or chew gum on the bus. Water is acceptable. Keep your bus clean.
6. Students may use cell phones to play games, but may NOT use phones to make phone calls. In case of an emergency, the student should obtain permission from the driver before using his/her cell phone. Please see page 24 of the High School Handbook.
7. Conduct which is considered unacceptable by the bus driver or bus aide, such as fighting, disobeying the driver or aide, smoking, or having inappropriate items out on the bus will make it necessary to take your riding privileges away.
8. No windows or doors will be opened or closed except by permission of the driver. Keep arms, hands, head, and all items inside the bus.
9. Students shall not be permitted to check mail boxes. (A driver shall not tie up traffic for this purpose). Do not stand or play in the road while waiting for your bus. Keep away from all sides of the bus so as not to fall beneath the bus. Report any damage to the bus driver immediately.
10. Students shall respect a substitute driver and bus aide the same as they would their regular driver. You shall not bring water devices of any kind on the bus. This means squirt guns, plastic bottles, or any other device. **NO LIVE ANIMALS, REPTILES BIRDS OR INSECTS WILL BE TRANSPORTED ON THE BUS.** Check with the transportation supervisor if you have questions
11. Bus violation notices shall be used and will be enforced. When a child is given a bus ticket, it must be signed by a parent/guardian and presented to the driver when returning to their bus. When a bus violation notice results in a student's suspension, this means **ALL BUS TRANSPORTATION INCLUDING EXTRA TRIPS AND SPORTS TRIPS. **If your child becomes suspended from the bus, and you need alternate arrangements for transportation for your child to and from school on the specified days, Please call the bus garage to set up a different arrangement. 269-435-8970, Transportation Supervisor.**
12. On extra trips & spectator buses, students will be allowed to leave the bus only at the school where the trip originated. **ALL BUS RULES APPLY TO EXTRA TRIPS ALSO.**
13. All requests to pick up or drop off a resident student(s) at a location other than an authorized bus stop must be made by contacting the transportation supervisor at least 3 school days prior to the date the stop is requested. Any deviation from this policy must be made by the transportation supervisor or a designated representative. No bus stop for the purpose of a babysitting situation will be authorized if that stop requires the bus to deviate from the established bus route. No out of district bus stops will be authorized when that stop is on a main road.
14. If a student is not at his/her assigned bus stop in time to board the school bus, it then becomes the responsibility of the parent/guardian to provide the student's transportation to school. A student will not be allowed to meet and board a school bus at any bus stop other than his/her regularly assigned bus stop, unless he/she possesses a valid bus pass or is given permission to ride the bus by the transportation supervisor or his/her designee. If a responsible adult is not at the bus stop when the bus arrives at the end of the school day and a liability release letter has not been signed, the student, 4th grade and below, will be brought back to the bus garage. All reasonable attempts will be made to contact parents. If these attempts fail, the student(s) will be turned over to local law enforcement agencies or to the Dept. of Protective Services.
15. Absolutely nothing shall be thrown while riding any school bus.
16. Inappropriate or vulgar language will not be allowed on any school bus.
17. Students shall keep their voices to a level that will permit the bus driver to hear other students in distress throughout the bus and allow the bus driver to concentrate on driving the bus safely.
18. A student may be removed from their bus immediately if he/she demonstrates inappropriate conduct that could jeopardize the safety of other students or the driver's ability to operate the bus safely.

19. All students shall remain on the sidewalk at the new high school bus loop while going to or from their bus. Do not walk on any adjoining grass area.
20. If a driver arrives at a regular bus stop for 3 consecutive days and the student(s) are not waiting for the bus, they shall not have to stop, unless the students are waiting at the stop, or until the parent notifies the transportation department when the student will resume riding the bus.
21. Please be aware that the bus driver will NOT let your child off the bus if there is no one home for the child after school. Your child needs to be at least a 5th grade student in order to be let off the bus without seeing a parent. This does mean you have to be visible to the bus driver at the bus stop.

BULLYING WILL NOT BE TOLERATED. Any student found to be bullying any other student will be disciplined according to the bus transportation rules and the school Anti-bullying policy.

RIDING THE BUS IS A PRIVILEGE. IT'S NOT FOR KIDS THAT ABUSE IT.

Bus Driver: _____ Bus No. _____ Bus Animal _____

Detach and keep the above.

A parent is required to sign and return the bottom portion: I have read these rules and counseled my child/children accordingly. Alternative Education students must also sign this copy and return. Please provide us with all the necessary emergency information below:

Parent signature _____ **Home phone#** _____

Email address _____ **Cell phone#** _____

Home address _____

Emer. Contact name _____ **Emer. Contact phone#** _____

Emer. Contact cell phone# _____

Student Name _____ **Grade** _____

Name _____ **Grade** _____

Name _____ **Grade** _____

Name _____ **Grade** _____

Name _____ **Grade** _____

Name _____ Grade _____

Name _____ Grade _____

PLEASE RETURN THIS FORM ALONG WITH THE FOLLOWING PAGE(S)

***Please let the Transportation department know if there are any concerns about your child that we should be aware of. For example: health concerns student release contacts (certain family members that students may be released to along with contact information), where your child must go in the event of an emergency release form from school.**

****Note that Alternative Education students may be given the opportunity to ride a school bus to and from school and to related educational programs. This privilege will be approved or denied on an individual case basis. It must be understood that transportation will be granted with probationary status and that the student may lose this riding privilege for the entire school year if the student demonstrates improper conduct. Any action taken will be at the discretion of the bus driver/supervisor.**

Chain of Command

Specific issues concerning classroom discipline should always be discussed with the classroom teacher first. Consequences that a student or parent feels are too harsh may be appealed to the Principal and then the Superintendent. Both people will verify that due process was handled appropriately and determine if Board policy was followed. School Board members do not involve themselves with the day-to-day operation of the building. The Board establishes policy and procedures. The building administrators are to enforce policy and handle the daily educational and disciplinary tasks.

Classroom Rules

Teachers may establish individual rules and guidelines that apply to their classroom. These additional rules may be more stringent than what is listed in this handbook, provided they are reasonable and are not in conflict with school policy. Students are required to observe these rules as well as those listed in this handbook. **Students who fail to follow classroom rules, have not completed homework assignments, and are not passing classes may be excluded from extracurricular activities and events.**

Closed Campus

Constantine Middle School is a closed campus. Students are not allowed to leave the school grounds or the building without approval from the principal's office. This includes during the student's lunch period and between classes. This will also include the bringing of food and/or other items into the school setting without permission from the MS office. Closed campus offenses will result in disciplinary action.

Computer User Information

The Network Services at Constantine Middle School is a privilege and should only be used for educational purposes. The school computers should be used for such things as research, typing reports, creating class presentations, classroom assignments, etc.

Inappropriate Use of District Technology ~ Examples

- Accessing Blogs or Instant Messaging services without permission from school personnel.
- Going into obscene and or other inappropriate sites.
- Printing any materials for personal use.
- Downloading any software, music or playing games.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Misrepresenting other users on the Network or interfering with other's use of the Network.
- Any other inappropriate use of computers that is not deemed educational in nature.

Students who violate the technology use guidelines may have their access restricted or suspended by the principal or designee with possible After School Detention(s) or suspension(s) from school depending upon the severity of the violation. Consequences for misuse of Network protocol can include complete loss of Network privileges.

Counseling Services

Counseling: We have counselors who are qualified to give vocational, personal, and educational counseling.

Guidance: The counselors are available to assist in the selection of classes, planning an educational program, informing students of the number of earned credits and their needs for graduation, as well as in making post-high school plans.

Students are urged to make appointments to be certain a counselor is available. **Students may not sit in the counselor's office during a scheduled class period without a pass.**

Dances and Extracurricular Events

Middle school dances are held for Constantine Middle School students. Middle school students will not be allowed to attend high school dances. All school rules and regulations will apply at dances for all people in attendance. Chaperones have the authority to ask students to leave when deemed appropriate. **Students not in good standing may be denied participation in or attendance at extracurricular activities, including dances. Students suspended out of school may neither participate nor attend any Constantine Public Schools event while under disciplinary action. A student is considered suspended from the time punishment is given until the date his/her return to school has arrived.**

Any student with 2 majors, 3 minors, 1 major & 2 minors, or more than listed may not attend any extra-curricular events. A student may have one minor not count for every 3 weeks without a minor office discipline referral (ODR) reported.

Other Extracurricular Events

Constantine Middle School has several competitive academic teams for students to participate. They include students from sixth, seventh, and/or eighth grades. The current teams include Clue-Me-In, Math Meet, Quiz Bowl, Geography Bee and Science Olympiad. Other activities include: Various clubs, Yearbook, Be Nice, and Student Council.

Displays of Affection

The school day and school grounds are not considered a proper place for affection between students. Students are asked to avoid embarrassing themselves and others by avoiding displays of affection in and around the school. Some examples of affection: kissing, extended hugging, sitting on each other's laps etc. Violations may be handled as follows:

1st offense -

- **Warning**

2nd offense -

- **Both students will be issued a 1 hour after school detention. Excessive or continuous display will result in notification or parents and/or suspension from school.**

3rd offense -

- **Two hours of After School Detentions**

4th offense -

- **One day out of school suspension**

Dress Guidelines

At CMS, we believe student attire should support a positive, distraction-free learning environment. The following guidelines are designed to promote respect, safety, and responsibility:

General Expectations

- Students must be clean and well-groomed.
- Clothing should be appropriate for school and not disruptive, offensive, or unsafe.
- Final decisions regarding dress appropriateness rest with the principal or designee.

Prohibited Items & Attire

- **Sleepwear:** Pajamas and slippers are not allowed unless part of a designated spirit day.
- **Headwear:** No hats, bandanas, hoods, or sunglasses inside the building during school hours, unless approved for special events or religious reasons.
- **Inappropriate Graphics/Text:** Clothing may not display messages or images related to drugs, alcohol, tobacco, sex, profanity, or anything deemed obscene, suggestive, or disrespectful.
- **Coats:** Heavy outerwear such as winter/spring coats may not be worn in classrooms.

Fit & Coverage

- Tops must cover the midriff and back when standing or sitting.
- All tops must:
 - Have straps at least 2.5 inches wide.
 - Have full side coverage (no exposed underarms or sides).
 - Not be low-cut in the front or back (a good guide: no lower than the width of your hand below your collarbone).
- Bottoms (shorts, skirts, dresses) must be:
 - At least fingertip-length when arms are at your sides
 - Leggings or tights must be paired with tops or bottoms that meet these length requirements.
- **No spandex, biker shorts, boxers, running tights, or frayed/ragged cut-offs.**
- **No holes or rips in pants or shorts above fingertip-length when arms are at your sides or near private areas.**
- **Undergarments** must be fully covered at all times, whether sitting or standing.

Accessories

- Buttons, patches, or signs that are offensive or in poor taste are not allowed.

Enforcement

Final interpretation of the dress code will be at the discretion of the principal or his/her designee. We at CMS believe that students should dress to meet the dress code, not to challenge the policy. Violations may result in the following:

- Request to change clothing or cover up.
- Parent contact or requirement to bring a change of clothes.
- Disciplinary action for repeated or intentional violations.

Note: The student will be required to make contact with a parent and appropriate clothing will need to be supplied by the parent or wear attire provided by CMS. No students will be allowed to leave campus to go and retrieve appropriate clothing. Students will be withheld from class until appropriate clothing is obtained.

Detention

Students may be required to remain after school hours for disciplinary purposes. A 24-hour notice is given to the student and **necessary transportation must be arranged by the student and his/her parents**. When absent from school on the same day of an assigned detention, students must serve the detention on the next available day, which might be the day he/she returns to classes.

A detention slip will be given to the student stating the requirements of the detention and some are listed as follows:

1. It is the student's responsibility to get the detention slip signed by the parent/guardian.
2. It is your responsibility to arrive on time, bring study materials, homework or something to read to the Detention Room.
3. NO TALKING - If you fail to comply with this, you will be scheduled for additional detention.
4. If you fail to serve your detention, you may be assigned a double After School Detentions. Failure to serve a second time may result in a suspension.
5. Detentions will be served in a designated room from 3:15 pm to 4:15 pm on Tuesday and Thursday of each week, and any other day of the week as needed.
6. **If you are absent or school is dismissed early on the day you are scheduled for detention, you must serve it on the next available day. It is your responsibility to be present at that time.**
7. As a rule of thumb, if a scheduling conflict arises, you should see the Principal before your scheduled detention time.

Failure to serve a detention may result in the following consequences:

1st offense:

- Warning and make up detention on next available date

2nd offense:

- Double After School Detentions

3rd offense:

- 1 day of Suspension

4th offense:

- 2 days of Suspension

5th offense:

- 3 days of Out of School Suspension

Fire Drills

Students must follow the directions posted in each classroom and move quickly out of the building and away from danger. Teachers will follow their classes out and are responsible for their classes during the drill. Students must not return to the building until the all-clear bell is rung, even though the buzzer may be turned off.

Food and Beverages

The eating of food and drinking beverages is to be restricted to the cafeteria area during student lunch periods. During enrichment and homeroom students will be provided food and beverages for consumption in the classroom.

Hall Passes

If it is necessary to be in the halls while classes are in session, the student must possess a designated teacher pass. Failure to have a hall pass may result in disciplinary action.

Lockers and Locks

At the beginning of the school year, each student will be offered the use of a locker. Students should not let others know their combination and should always be certain their lockers are closed and locked. Periodic locker inspections will be made. By accepting a locker, the student agrees that the locker may be inspected by the principal or his/her designee. All rules regarding locker assignments apply to gym lockers assigned to students for PE classes and extracurricular activities.

Any student found altering the locking mechanism is subject to disciplinary action and possible fines for locker abuse. Furthermore, any student found to have created damage consistent with that beyond normal use will be subject to discipline and expected to make restitution.

Consequences for altering or jamming the locker mechanism may result as follows:

1st offense -

- Warning, up to a 1 hour after school detention, and possible restitution for damages.

2nd offense -

- 2 hours of after school detentions and possible restitution for damages.

3rd offense –

- 1 day out of school suspension and possible restitution for damages.

4th offense –

- 3 day out of school suspension and possible restitution for damages.

5th offense –

- 5 day out of school suspension and possible restitution for damages.

It is expected that a student will:

1. Not write or mark on the exterior or interior of his or her locker.
2. Be responsible for cleaning and/or removing any marks or writing that appears on or in his or her locker.
3. Not place stickers or use any adhesive tape or glue to attach items to the exterior or interior of his or her locker.
4. Refrain from placing any poster, signs, etc. on or in his or her locker, that
 - a. depict or promotes alcoholic beverages, illegal substances, etc. or
 - b. contain pictures of individuals who are in violation of the school dress code.
5. Refrain from placing any glass containers or opened food, pop, juice, or other liquid in his or her locker.
6. Perform a general locker clean-up if requested.

7. Thoroughly clean his or her assigned locker at the end of the school year.
8. Not remove the lock from the locker or in any way alter the locking mechanism.

To the extent possible, the student's privacy rights shall be respected regarding items that are not illegal or against school policy.

Media Center

The purpose of the media center is to offer students necessary research information, reading material to supplement course work, leisure-time reading material, and a location that is conducive to study.

The media center is open for study each day during school hours. Materials may be checked out for 1 to 2 weeks. If not returned on time, a fine will be assessed at the end of a grace period. To be certain the necessary information is available to all students, students are asked not to take material without checking them out and to return the material on time.

*All students in the Media Center must be supervised by a teacher, an administrator, or a school staff member at all times. There are no exceptions to this rule. Violators could face discipline ranging from a warning to suspension depending on each particular case.

Medication

Sometimes it becomes necessary to take prescribed medication at school. Parents should first determine, through doctor's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours. In circumstances where medication needs to be administered at school the following guidelines are observed:

1. All medications must be registered with the principal's office. For prescription medication and/or non-prescription medication to be administered an "Authorization to Administer" form must be completed and signed by the student's doctor and/or parent.
2. Prescription medications are to be brought to the office in the original labeled prescription container with specific instructions: student name, doctor's name, name of the medication, dosage, and specific time of taking. Non-prescription medication must be sent to the school in the original commercial packaging and marked with the student's name, purpose for taking medication, dosage, and time of taking. **The school will not accept medication that is not in original packaging or prescription containers.**
3. For daily medications, please provide the office with a 2-4-week supply.
4. Parents have sole responsibility to instruct their child to take the medication at the scheduled time. The child has the responsibility to come to the office at the appropriate time to take the prescribed medication.
5. A log for each prescribed medication shall be maintained that notes the personnel giving the medication and the date and time of administering.
6. With the exception of office personnel or designee, no staff member is permitted to dispense non-prescribed, over-the-counter medicine to any student. This includes aspirin, Tylenol, Advil, etc.

7. Any unused medicine unclaimed by the parent will be thrown away when a prescription is no longer to be administered, or at the end of the school year.
8. Students in possession of, or using prescription or over-the-counter medication without authorization are subject to disciplinary procedures. Except for asthmatic inhalers, no student is ever to keep medication of any type in his/her locker, personal belongings, or on his/her person.

Money and Valuables

It is recommended that students not bring money or valuables to school. During physical education classes, students should be careful to lock all valuables in their lockers or give them to the teacher to be locked in the office. Do not leave valuables and expensive items such as purses, wallets, calculators, etc. in your lockers.

Pictures

Individual pictures will be taken in the Fall and Spring. Prices and all other information will be announced early in the school year. All students should have pictures taken for use in the yearbook whether they wish to purchase copies for themselves or not.

Police Questioning

If it is necessary for a student to be questioned by the police during school hours, it must be in the presence of the school superintendent, building principal, or his/her designee. The building administrator shall attempt to contact the parent prior to questioning.

Reasonable Request

Any time an administrator, a teacher, or any other school employee makes a reasonable request of a student, the students must comply. A request for a student to report to the principal's office will always be interpreted as "reasonable." Violation of this regulation almost always results in strict disciplinary action. Students who receive discipline may be required to return a After School Detention slip or disciplinary referral form with a parent or guardian's signature. This is deemed as "reasonable" and failure to comply may warrant further disciplinary action.

Failing to follow a reasonable request jeopardizes a student's good standing and is grounds for a student to be excluded from extracurricular activities and/or face multiple After School Detentions or suspension.

Prohibited Items

In the past, some items appearing at school have severely disrupted the educational environment as well as jeopardizing the safety and well-being of students. **Therefore, it has been necessary to prohibit these items: skateboards, roller blades, hoverboards, laser pointers, weapons, ammunition of any kind, lighters, pepper spray, Mace, vapes, JUULS or similar items, and electronic receiving or transmitting devices including but not limited to cell phones, pagers, etc.** Some additional prohibited items are identified in other portions of this handbook.

Electronic items such as **cell phones** and **entertainment devices** (i.e., iPods, MP3 or MP4 players, handheld games, digital cameras, etc.) **should be stored in students' lockers and may be used before and after school only. Because Constantine Middle School is a phone free zone, there is no need for students to have their phones during the school day.** These items in a student's possession during school hours, when not given express permission by staff to use or carry them, will be confiscated and a parent or guardians may have to come to school to pick them up. Whether the electronic device is on or off, it shall be confiscated and normal

consequences will be given. “I wasn’t using it,” will not be an acceptable excuse. Usage of “entertainment” devices at lunch time will be left to the lunch room supervisor’s discretion. **No cell phones/cameras are allowed in the restrooms and/or locker rooms.**

Failure to follow these guidelines may result in the following consequences:

1st Offense –

- One hour after school detention

2nd Offense –

- Two hours of after school detention

3rd Offense –

- One day of out of school suspension

As we all know, there will undoubtedly be a time when an unforeseen occurrence or a personal emergency arises. So, parents or guardians can call the CMS office at **269-435-8940** to get their student a message.

Signing In/Signing Out Procedures

Students who enter the middle school after the first class begins are to immediately report to the Middle School Office. Students who must leave the building have to sign out in the office and can only leave with permission from both the office and the parents. Failure to sign out before departure may result in an unexcused absence, a skipping consequence, or other possible disciplinary action. **Never leave the building without first reporting to the office and obtaining permission.**

School Closing

If it is necessary for school to be closed due to inclement weather, please listen or watch: WBET/Fox 1230, Channel 3, Fox 17, WNDU Channel 16, Channel 8, PowerSchool Messenger, Each bldg. social media, and District website for all information. Please provide accurate and current phone numbers to receive text alerts and phone calls.

School Records

Each student has a folder which contains a record of his/her activity and performance in every area of school life. This record may include:

1. Grade in all subjects
2. Results of specialized tests
3. Health records
4. Attendance records

This file is confidential. Non-school agencies do not have access to the student's file without written permission from the parents or legal guardian or by the students themselves if they are 18.

Searches

To ensure the safety and welfare of students and staff school authorities may search a student, student locker, or automobile under the circumstances below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers and desks are considered school property and at all times under the control of Constantine Public Schools. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed inside school property. Periodic general inspections of lockers or desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action of ten (10) days out of school suspension up to and including expulsion. A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields such materials, the findings may be turned over to the proper authorities for ultimate disposition.

Telephone

Student use of the office telephone is restricted to emergencies only.

Teacher Workroom

Students are not to be in the teacher's workroom at any time.

Visitors

In order to maintain the appropriate educational atmosphere, during normal school operational hours, visitors (students) are not allowed. Parents are encouraged to visit if they wish and may make arrangements to do so by contacting the school office. Copies of the district visitor policy can be obtained at the Middle School receptionist's desk.

Weather Warnings and Drills

The report of severe weather, including tornadoes, is issued by the local police agencies. The announcement of a tornado drill will be by intercom. Each teacher will inform students as to the procedures they will follow. During a tornado warning (meaning a tornado has been sighted in the area), emergency procedures will be followed to help ensure the safety of students. No student will be allowed out of his or her designated "safe area" unless a parent or a guardian comes to the school and requests a student to be released. A student will be released only to the student's legal parent or guardian. **Parents are encouraged to establish and review procedures for their home for when their child is home alone.**

Disciplinary Action

Due Process

It is recognized that the constitutional rights of individuals assure the protection of due process of law. Therefore, in dealing with disciplinary matters, the following guidelines will be used:

1. The exercise of disciplinary authority shall be characterized by reasonableness and fairness.
2. Effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his or her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he or she or his or her parent/guardian indicates the desire for one in writing within 48 hours of the disciplinary action. A hearing shall be held to allow the student and his parent or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority.

Suspension

In accordance with Revised School Code - State Law, Constantine Middle School will suspend from school students who are found to be guilty of persistent disobedience or a gross misdemeanor. The following procedure will be followed:

1. The student shall be informed of the specific charges which could be a basis for disciplinary action to be taken against him or her.
2. The student will have the opportunity to respond to the allegation with school administration.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
 - b. Contact is to be made with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent or his designee to review the decision.
5. If the suspension is for a period of more than ten days, and if, after the first three steps have been taken, the suspended student's parents or guardians are dissatisfied with the administrative action, they may request a review of the action of the superintendent in writing to the Board of Education 48 hours after the superintendent's decision.

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his parent or guardian and, included within this notice, shall be a statement of the time and place for the hearing, which time, therefore, shall be reasonable for the parties involved.
2. Parent or guardian shall be present at the hearing.
3. The student, parent, or guardian may be represented by legal counsel at their own expense.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be given the opportunity to observe all evidence offered against him. In addition, he shall be allowed to question witnesses present at the hearing.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. Minutes shall be kept for the hearing.
8. The Board of Education shall state, within a reasonable time after the hearing, its finding as to whether or not the student is guilty of the conduct charged and its decision as to expulsion.

Specific Disciplinary Action

Behavior Violations – Level I - may result in the following courses of action.

First Offense: Warning

Second Offense: 1 hour after school detention

Third Offense: 2 hours after school detention

1. Failure to report to class with appropriate items.
2. Horseplay and noise or other activities that are disruptive to the educational process: Including, but not limited to running, pushing, and other disruptive behavior that creates a safety hazard in the hallways or in the classroom; throwing or shooting spit wads or other items; throwing snowballs or squirting squirt guns. Weapon use of any type is considered a major violation that results in expulsion.

3. Insubordinate or disrespectful behavior toward any adult (including failure to follow reasonable requests.)
4. Inappropriate displays of affection.
5. Selling merchandise on school property without permission.
6. Throwing trash in hallways or classrooms; depositing gum on the floor, under desks, on walls, etc. (Use proper waste containers)
7. Electronic items such as cell phones and entertainment devices (i.e. iPods, MP3 or MP4 players, handheld games, etc.) may be stored in students' lockers and may be used before and after school only. These items may be confiscated and a parent or guardian must come to school to pick them up.

Behavior Violations – Level II - may result in the following courses of action.

First Offense: 1 hour after school detention

Second Offense: 2 hours of after school detention/Parent contact

Third Offense: Up to 3 days suspension/Parent contact

1. Leaving class without permission.
2. Gambling on school property.
3. Engaging in any act of forgery. Examples include, but are not limited to, signing someone else's name, impersonating a parent/school employee on the phone, adding your name to someone else's pass, etc.
4. Minor incidents of vandalism such as writing on lockers or desks.
5. Verbal disagreements / fights with other students.
6. **Plagiarism** is the practice of claiming, or implying original authorship or incorporating material from someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgment. Cheating on homework and/or tests – This includes **Plagiarism**.

Severe Behavioral Violations – Level III – may result in immediate suspension (up to 10 days) or expulsion (depending upon the offense).

Severe incidences of **insubordinate or disrespectful behavior** toward any teacher or other adult.

1. **Leaving class without permission.**
2. **Defacing / vandalizing school property** or others' personal property.
3. **Threatening or intimidating students or school personnel** by use of verbal abuse or insult. Typical problems include threats, petty bickering, name calling, outside of school hostilities, and non-stop turmoil at school. Initially parental contact will take place. If problems persist, students will immediately be separated from the school setting and an alternative placement considered.
4. **Possession of knives of any style** (For knives with blades of 3+ inches refer to "Major Disciplinary Actions" section of the handbook.) Also includes "weapons or items which can be construed as weapons"
5. **Possession of matches, lighters, drug paraphernalia, vapes, JUULS, and/or other items of a similar nature.**
6. **Displays of and/or use of profanity / inappropriate language / sexual comments / pornographic material.**
7. **Theft of school and/or private property.**
8. **False reporting of fire or other emergency** that could result in panic and jeopardize the safety of students and school personnel.
9. **Extortion**, or the taking money or other items of value under false pretensions, or by use of threat or intimidation.
10. **Possession or use of irritants such as pepper gas, mace, and other dangerous irritants.**
11. **Displaying or using a toy or other object as a weapon.**

VIOLATIONS OF STATE AND FEDERAL LAW

Any person involved with violations of State and Federal laws will receive immediate disciplinary action. Penalties may range from warnings to expulsion depending on the severity of the offense. Examples of violations include, but not limited to, destruction of property, vandalism, theft, assault, extortion, false notification of an emergency, pulling a fire alarm, indecent exposure, possession or use of weapons or items which can be construed as weapons, etc. In addition, the 1999 School Safety Legislation provides provision for or requires:

A. Snap Suspensions:

- Teachers may ‘with good reason’ suspend a student from class for up to one day. When applied the teacher is to notify the student’s parents.

B. Bomb Threat:

- Law requires the expulsion, or suspension, of up to 180 days, for any student grade 6 or above.

C. Verbal Assault:

- Requires the suspension, or expulsion, up to 180 days, of any student grade 6 or above, who verbally assaults a school employee, volunteer, or contractor. Verbal assault means any threat to do harm.

D. Physical Assault:

1. Student-to-student:

Requires the suspension, or expulsion, up to 180 days, of any student grade 6 or above who physically assaults another student on school property, at a school activity whether home or away, or on a school owned vehicle.

2. Student-to-employee:

Requires the *permanent* expulsion of any student grade 6 or above who physically assaults a school employee, volunteer, or contractor. Physically assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

MAJOR DISCIPLINARY ACTIONS – LEVEL IV

Position Statement - Tobacco, Alcohol, and Illicit Drugs

The use of tobacco, vaping, JUULS, alcohol, illegal drugs, non-prescription drugs, abuse of prescription drugs, inhalants, or mind altering substances, look-alike drugs or substances represented to be drugs is detrimental to the health and well-being of a student. Constantine Schools supports the principle that all its students deserve the opportunity to succeed academically and maintain a healthy lifestyle. Therefore, it is the intention of Constantine Schools to:

1. Take an aggressive stand in assuring that the overall school environment is void of their presence and influence.
2. Take an aggressive stand in prosecution and other punitive action if student involvement within the school environment is detected.
3. Provide comprehensive information and instruction at each grade level within the curriculum that is designed as a preventive effort in terms of student involvement with illicit drugs and alcohol.
4. Provide comprehensive information pertaining to any available drug and alcohol counseling, rehabilitation, and re-entry programs.
5. Notify parents and students of the following standards of conduct and disciplinary sanctions and alert them that compliance with these stands is absolutely mandatory.

Standards of Conduct - Tobacco, Alcohol and Illicit Drugs

Tobacco

Students are not permitted to have tobacco products, vapes, or JUULS, while on Constantine Public School property. This regulation applies during the school day, immediately before or after school on school property, and at school activities (home or away) The student will be in violation when he or she is in possession of or uses any vape, JUUL, or tobacco products. Students caught in possession of or using any vape, JUUL, or tobacco product are liable under the laws of the State of Michigan, specifically Public Act 315, known as the "Youth Tobacco Act"

Besides confiscation of vapes, JUUL, or tobacco products and notification to parent(s), students will receive the following disciplinary action:

First Offense - 3-day suspension. Also, notification sent to Juvenile Court, or recommendation to local police for placement in local diversion programs.

Each Succeeding Offense - 10 days of out-of-school suspension and notification sent to juvenile court.

Students congregating on private or public property in the vicinity of the school while on their way to school, on their way home from school, or at a school-sponsored activity, for the purpose of vaping, using a JUUL, or smoking has, in some cases, constituted a public nuisance and safety hazard to the community. Therefore, the school may discipline students who insist on engaging in this activity.

Alcohol

Possession of, or any sort of use of alcohol by people under the age of 21 is an illegal activity based on the laws of the State of Michigan. Any person in possession of, consuming, distributing, or under the influence of alcohol while on school property whether it be during the school day, immediately before or after school on school property, and/or at school activities (**home or away**) is in violation of school policy. Students in violation will be subject to the following disciplinary action:

First Offense

1. Parental notification and confiscation of any substance.
2. Notification of police authorities and juvenile court.
3. 10-day suspension from school.

Second Offense

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
3. 10-day suspension from school and a recommendation to the Superintendent for long-term suspension for the remainder of the semester or for the entire next semester if less than 20 days remain in the current semester.

If the Principal or his/her designee believes that a student has consumed alcohol, and the student denies consumption, the student can be offered the opportunity to take a breath test for checking blood-alcohol level to disprove the Principal or his/her designee.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other members of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The the amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in according to disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will

be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

One-Time Option - A student found in violation of a first offense possession or use of drug violation or **second offense alcohol violation** may elect to have his/her punishment reduced to the initial 10-day suspension by participating in an assessment, and then complying with all recommendations or requirements of a self-help program or drug/ alcohol counseling. The program entered must be approved by the principal's office.

Expenses for the program are the responsibility of the student or his/her parent(s) or guardian. The student must continue with the self-help program until released by the counseling facility. Failure to comply will result in continuation of the initial long-term suspension penalty.

Illicit Drugs

Knowingly possessing, using, and abusing prescription drugs, transmitting, or being under the influence of illicit drug is an illegal activity based on the laws of the State of Michigan. These include any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind (this includes look-alike drugs). Any person in possession of, consuming, misusing, distributing, or under the influence of illegal drugs while on school property whether it be during the school day, immediately before or after school on school property, and or at school activities (home or away) is in violation of school policy. Students in violation will be subject to the following disciplinary action:

First Offense (possession or use)

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
3. 10-day suspension from school and a recommendation to the Superintendent for long-term suspension for the remainder of the semester or for the entire next semester if less than 20 days remain in the current semester.

Second Offense (possession or use)

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
3. 10-day suspension from school and a recommendation to the Superintendent for expulsion from school.

First Offense (distributing of drugs)

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
3. 10-day suspension from school and a recommendation to the Superintendent for expulsion from school.

One-Time Option - A student found in violation of a **first offense of possession or use of drug violation** or **second offense alcohol violation** may elect to have his/her punishment reduced to the initial 10-day suspension by participating in an assessment, and then complying with all recommendations or requirements of a self-help program or drug/ alcohol counseling. The program entered must be approved by the principal's office.

Expenses for the program are the responsibility of the student or his/her parent(s) or guardian. The student must continue with the self-help program until released by the counseling facility. Failure to comply will result in continuation of the initial long-term suspension penalty.

Criminal Acts - Weapons, Arson, Criminal Sexual Conduct

The commission of, or participation in a criminal act in the school building, on school property, or at

school-sponsored events are prohibited. Complaints may be sworn out by a school official for prosecution. Disciplinary action will be taken by the school regardless of whether or not criminal charges result, with expulsion as a maximum penalty.

Secondly, in compliance with State Law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation or at a school related event.

For the purpose of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, explosive devices, ammunition, BB guns, propellants (Mace, pepper spray, etc.), and possibly lighters.

Arson is defined as the crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

Criminal Sexual Conduct (CSC) is defined as any criminal sexual offense, including rape, found in Michigan Penal Code 750.520a.-j. First through fourth degree CSC violations are in this section.

Disabled students under IDEA of Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may only apply for reinstatement 150 days following the date of expulsion.

Extortion

Taking money or items of value through force, illegal activity, or ingenuity will result in all of the following:

1. Referral to police;
2. Suspension 1-10 days;
3. Restitution to the victim by the offender.

*A second act of extortion may result in a recommendation of expulsion to the Board of Education.

Fighting and/or Volatile Disputes, and Assaults

CMS insists that a safe, peaceful, calm environment conducive to learning be maintained at all times. Therefore, fighting will not be tolerated at Constantine Middle School as fights are extremely disruptive to the educational process. **Students involved will be immediately sent home and receive a minimum suspension of 3 days or expulsion of up to 180 days.** The "normal" consequences for fighting follow, but each case is up to the judgment of the Principal or his/her designee.

1st offense - 3 days out of school suspension

2nd offense - 5 days out of school suspension

3rd offense - 10 days out of school suspension and possible recommendation for expulsion

Secondly, we have experienced students who by nature are quarrelsome and have not developed the maturity level or the appropriate social skills to successfully be a part of the environment at Constantine Middle School. Typical problems include threats, petty bickering, name calling, bringing outside of school hostilities into school, and non-stop turmoil at school. Initially parental contact will take place. If problems persist, students will

immediately be separated from the school setting and an alternative placement considered.

Correcting Misbehavior

It is assumed that students attending Constantine Middle School are interested in gaining the benefits and results that are part of a quality education. Students demonstrating inappropriate or unacceptable behavior at school will be confronted and asked to change. Students not willing or not able to make the necessary changes will be considered to be persistent problems and parental conference to discuss alternatives will become necessary.

The Use of Foul or Obscene Language

The verbal or written use of foul or obscene language should not and will not be condoned on school grounds or during school activities. The following may be consequences are for use of obscene words and include when it is directed at a staff member:

Consequences for swearing and vulgarity are as follows:

1st offense – 1 After School Detention
2nd offense – 2 After School Detentions
3rd offense – 3 day suspension
4th offense – 5 day suspension

Directed at a Staff member
1st offense – 3 day suspension
2nd offense – 5 day suspension
3rd offense – 10 day suspension

Harassment and Bullying

Statement of Intent

CMS believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Bullying of any kind is unacceptable at our school. If bullying does occur, incidents will be dealt with promptly and consistently. *Anyone* who knows that bullying is happening is expected to report it to the staff. This is a serious type of harassment and creates an unsafe and hostile learning environment.

Definition of Bullying/Harassment

“**Bullying**” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. cyberbullying, internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with education opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats, spreading rumors.

3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“**Harassment**” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.)

“**Intimidation/Menacing**” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

“**Staff**” includes all school employees and Board members.

“**Third parties**” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Penalties may range from warnings and parental notification to filing expulsion proceedings.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever harassment allegations or charges are presented.

Some forms of sexual harassment of a student by another student may be considered a form of Criminal Sexual Conduct, which will require that the student-abuser be reported to proper authorities.

Any retaliation or false accusations against a target of bullying, a witness, or another reliable informant about an act of bullying may result in severe penalties, as those for bullying.

The principal or designate will inform the parent of a target of bullying and the parent of the perpetrator of the bullying.

Students may report bullying by informing an adult at the school, sending an email to an adult within the school, or through the OK2 Say website.

Notice of Nondiscrimination Policy

It is the policy of Constantine Public Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex should be directed to:

Mr. Pat Breen, Superintendent of Constantine Public Schools
One Falcon Drive
Constantine, Michigan 49042
(269) 435-8920

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination of the basis of handicap, should be directed to:

Mr. Shad Fish, Assistant Principal of Constantine High School
One Falcon Drive
Constantine, Michigan 49042
(269) 435-8900

**GRIEVANCE PROCEDURES FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section I

If any person believes that Constantine Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinators.

Title VI and IX

Mr. Pat Breen,
Superintendent of Constantine Public Schools
One Falcon Drive
Constantine, MI 49042
(269) 435-8920

Section 504

Mr. Shad Fish,
Asst. Principal of Constantine High Schools
One Falcon Drive
Constantine, MI 49042
(269) 435-8900

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days, or as soon as possible thereafter.

Step 2

If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition or the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, and Washington, D.C. 20201. The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the Superintendent's office.

FAMILY RIGHTS AND PRIVACY (FERPA)

Student records are kept in a confidential file located in the school office. The information in a student's record file is available for review only by the parents (both custodial and non-custodial) unless stipulated otherwise by court order or legal guardian of a student and those authorized by Federal and District regulations. Parents and guardians may request to review their child's records by filing a formal request in writing at the Superintendent's office.

The parent, guardian, or adult student (18 years of age or older) has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after the receipt of the request. The Custodian of Records will notify the parent or adult student of the time and place where the records may be inspected.
- B. Request amendments, if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form that may be used to identify any information in the records that the parent or adult student believes is inaccurate or misleading and to specify why the record should be amended.
- C. Consent to disclosures of personally identifiable information contained in the student's education record, except for those disclosures allowed by law. The school's administrative guideline, section 8330, describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the record through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided with the opportunity for a hearing, file a complaint with the US Department of Education, 600 Independence Avenue, Washington DC 20202.
- E. Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

Guidelines for Release of Directory Information

Directory information regarding each student enrolled may be released to newspapers, colleges, civic organizations, or similar parties; as well as be published in programs for athletics, music, and other presentations being offered and presented by Constantine Public Schools. Directory information includes the student's name, address, date and place of birth, major field of study, photograph, participation in officially recognized activities and sports, height, and weight of athletic team members. It also includes the student's dates of attendance, degrees, and awards received such as honor rolls, scholarships, etc. and telephone numbers for inclusion in school or PTO directories.

Parents, guardians, or adult students may deny the school permission to release directory information. Notification to the school that such 'directory information' is not to be released must be in writing and provided to the school each year the student is enrolled. The Family Rights and Privacy Act of 1974 requires that parents and students be provided with this notification of their rights under such Act.

Handbook Acceptance, MiPHY Agreement, and Acceptable Computer Use Agreement

"I understand that using the Network Services within Constantine Public Schools is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the appropriate policies and procedures as established by Constantine Public Schools and Constantine Middle School. If I am issued a password for either use of the network services, word processing or Internet/Intranet services, I agree to keep my password confidential. I agree to properly log off the computer before leaving my workstation. I will never let anyone else use my account."

"As a condition of my use of the Network Services, I have read and will comply with the terms and conditions stated in the Acceptable Computer Use Agreement. I understand disciplinary action will be taken if I violate this agreement." *Students who violate the technology use guidelines may have their access restricted or suspended by the principal or designee with possible detentions or suspensions from school depending upon the severity of the violation. Consequences for misuse of Network protocol can include complete loss of Network privileges.*

"I have received a copy of the Constantine Middle School Student Handbook for the 2025 - 2026 school year. I understand that this handbook does not contain every rule or policy of the district or middle school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. I also acknowledge that I have reviewed the guidelines for dual enrollment options should my student qualify for the program."

Student Signature: _____

Student Name: _____ Date: _____

Michigan Profile for Healthy Youth

Our school may be taking part in the 23-24 Michigan Profile for Healthy Youth Survey supported by the Michigan Departments of Education and Community Health. The research survey will ask about the health behaviors of 7th, 9th, and 11th grade students. The survey will ask about behavior and attitude related to nutrition, physical activity, injuries, tobacco, alcohol, and other drug use. It will also ask about sexual behaviors that cause AIDS, other sexually transmitted diseases, and pregnancy.

Students will be asked to complete an online survey at a private computer terminal. Participation in the survey will cause little or no risk to any student. The only potential risk is that some students might find certain questions to be sensitive. The survey has been designed to protect each student's privacy. **Students will not be asked to provide their name or any other identifying information.** Also, no school or student will ever be mentioned by name in any reported results. The results of this survey will help students in the future. We would like all selected students to take part in the survey, **but the survey is voluntary.** No action will be taken against the school, you, or the student if the student does not participate. Students can skip any question that they do not wish to answer. In addition, students may stop participating in the survey at any point without penalty. The survey will be administered in the school year 23-24. The surveys are available at the school for your review. If you have questions please contact Vincent Church, CMS principal at (269) 435-8940.

Please return this form to give your child permission to take the survey. Thank you.

Student Name: _____ Grade: _____

I have read and understand this form concerning the MiPHY Project.

() My child has my permission to participate.

Parent Signature: _____

Telephone Number: _____ Date: _____

Acceptable Computer Use Agreement

PARENT ACKNOWLEDGEMENT:

"As the parent or guardian of this student, I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right. I understand that the use of the computer is provided for educational purposes. I recognize it is impossible for Constantine Public Schools to restrict access to ALL controversial materials. Therefore, I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student."

"I hereby give my permission for my student whose name and signature appear above to use the Network Services in the Constantine Public Schools, and where appropriate, to be issued a password and/or an account that will give him/her access."

"I have received a copy of the Constantine Middle School Student Handbook for the 2025 - 2026 school year. I understand that this handbook does not contain every rule or policy of the district or middle school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. I also acknowledge that I have reviewed the guidelines for dual enrollment options should my student qualify for the program."

*Parent Signature: _____ Date: _____

*Student users of the Network Services in the Constantine Public Schools must have permission from a parent or guardian.

Constantine Public Schools
Agreement for Acceptable Use of Technology Resources
Students Grades 6 and Above

_____/_____
Building/Program Name User Name

This Agreement is entered into on: _____

This Agreement is between _____ ("Student" or "User") and the Constantine Middle and High School.

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources") during the COVID-19 pandemic and the effective dates of the Governor's related Executive Orders.

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to, including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

- D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

- A. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
 1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Section F.1 and F.2 of this Agreement as well as Insert any additional language from Board Policy or applicable student handbook.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the school's policies, codes of conduct, or student handbooks.
 - A. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

- B. It is the policy of the Insert District Name, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- C. It is the policy of the Insert District Name to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the Insert District Name to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- D. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- E. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- F. You have been provided temporary access to the Technology Resources to facilitate learning during the COVID-19 pandemic. You will return all Technology Resources to the school in good working order immediately on request.
- G. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I understand that my child has been provided temporary access to the Technology Resources to facilitate learning during the COVID-19 pandemic. I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date